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ABSTRACT

This program review guide discusses the Colorado Education Improvement Program, a process that enables local school districts and the Colorado Department of Education to provide quality education to Colorado's children, including migrant children. The purposes of the program are: (1) to provide a process for state education officials to supervise public schools; (2) to develop and maintain a school and community partnership for ongoing educational improvement; (3) to help all school districts improve educational opportunities for all state pupils; (4) to guarantee equal access to educational opportunities for every pupil; and (5) to determine compliance with legal requirements. The education program is composed of two elements. One element deals with improvement through technical assistance from the state's Department of Education. The other element centers on compliance monitoring through onsite reviews conducted by state education officials. The compliance review criteria are based on state and federal legal and procedural requirements. Compliance reviews are performed in the administrative offices of the local education agency and include a review of documentation on file, interviews, and the reviewer's general observations. This review guide includes the entire "Migrant Compliance Review Checklist," an assessment tool used by reviewers to assess migrant education in Colorado. Questions on the checklist deal with issues such as: program design and implementation; funds allocation; child and parent participation; school records; needs assessment, and program evaluation practices. (Author/TES)

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STATE OF COLORADO EDUCATION IMPROVEMENT PROGRAM

MIGRANT-ONSITE PROGRAM REVIEW GUIDE

U.S. DEPARTMENT OF EDUCATION
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OVERVIEW

Colorado Education Improvement Program

The Colorado Education Improvement Program is a multi-faceted process that enables local school districts, in partnership with the Colorado Department of Education, to move toward excellence in providing quality educational services to the children attending Colorado schools.

The basic purposes of the Colorado Education Improvement Program are:

1. to provide a process for the State Board to fulfill its responsibility for supervising the public schools of the state,

2. to develop and maintain a school and community partnership for the ongoing improvement of public education,

3. to help all school districts improve the educational opportunities for every pupil in the state,

4. to guarantee equal access to educational opportunities for every pupil in the state, and

5. to determine compliance with legal requirements.

PROGRAM ELEMENTS

The Colorado Education Improvement Program is composed of two elements. These two elements are separate from each other but occur during the same year the local education agency is scheduled for onsite review during the Colorado Department of Education three year review cycle.

The first element centers on compliance monitoring through an onsite review process conducted by the department's compliance consultants. The monitoring criteria are based on state and federal legal and procedural requirements.

The second element deals with education program improvement through the provision of technical assistance as needed or requested. This technical assistance visit is coordinated by the appropriate Colorado Department of Education staff member(s). The components of the visit are planned with the assistance and cooperation of the local education agency staff.

Program Compliance Review Procedures

The compliance review will generally be held at the administrative offices of the local education agency. The review will take from one to two days to complete depending upon the size of the district involved and the number of programs to be reviewed.

Depending on the characteristics and needs of the programs to be monitored, the compliance review will include:

a) Review of documentation on file
b) Interviews
c) General observations

Prior to the onsite review the local education agency will receive a letter detailing the programs to be reviewed and the schedule for the visit as arranged with local staff.

All documentation materials for each program scheduled for review must be prepared, labeled, and assembled in the same order as they appear on the respective "Compliance Review Checklist" form before the arrival of the compliance consultants. Local staff will assist the compliance consultants while on site.

An exit conference will be conducted upon completion of the review. The initial findings will be shown on the "Compliance Review Checklist" form for each program reviewed during the visit. Copies of all completed program forms will be left with local education agency officials.

Within thirty (30) days of the official letter of onsite findings from CDE, the local education agency staff will be responsible to complete and return the appropriate program "Plan for Correcting the Deficiency" form for each item that may have been marked "no" on the corresponding program checklist.

CHAPTER 1 MIGRANT - ONSITE COMPLIANCE REVIEW CHECKLIST

County and School District#/BOCS: _____

Date: _____

Compliance Consultant Completing Review: _____

The checklist on the following pages will enable the compliance consultant to determine whether the school district's policies, procedures and practices are in compliance with the laws and regulations governing the Chapter 1 Migrant Program.

For each item, the compliance consultant will check the appropriate column to indicate the district's current compliance status. The indicators listed below will be used to verify compliance or non-compliance.

Indicators:

D = Written documentation on file
IT = Interviewed Teacher
IA = Interviewed Administrator
IS = Interviewed Student
IP = Interviewed Parent
IC = Interviewed Committee Person
O = Observation
C = Colorado Department of Education Information
B = Business Manager/Bookkeeper
IX = Interviewed Other

Written documentation for Chapter 1 Migrant Programs shall include, but not necessarily be limited to:

1. Documentation for identifying eligible migrant children
2. List of participating children which includes the basis for selection (teacher referrals) and waiting list of eligible children, if applicable
3. Needs assessment data
4. Diagnostic information
5. Financial records
6. Time sheets for all part time Chapter 1 Migrant Program staff
7. Purchase orders/vouchers for all expenditures
8. Equipment inventory and current use
9. Evaluation procedures and data
10. Class schedules for all Chapter 1 Migrant Program staff members
11. Inservice training materials (agendas, etc.)
12. Copies of approved applications, budgets and revisions submitted to CDE
13. Copies of all forms submitted to CDE
14. Dissemination procedures (reporting to public, teachers and parents)
15. Comparability documents (policies or worksheets)
16. Attachment A must be completed by all Chapter 1 Migrant Program staff members (see page 14.)

	Compliance		Verification Indicators
	yes	no	
A. Local Chapter 1 Migrant Program Application (Section 554)			
1. The Chapter 1 Migrant FTE, project activities, and equipment purchases correspond to the approved original or amended application			
B. Children to Be Served (Section 554) (Section 556)			
1. Documentation is available to support that only eligible children are being recruited, identified and served with Chapter 1 Migrant funds.			
2. Documentation is available to support that children selected for services, according to service priorities, are those children who have the greatest need for special assistance and their needs are sufficiently specified to permit concentration on them.			
C. Design and Implementation of Programs (Section 554)			
1. The LEA has implemented Chapter 1 Migrant projects of sufficient size, scope and quality to give reasonable promise of substantial progress toward meeting the special educational needs of migrant children being served.			
2. Documentation is available to support that the program and projects were designed and implemented in consultation with migrant parents and teachers.			
3. The LEA has adequate documentation to support that it has encouraged the development of an individualized educational plan for each migrant student participating in the Chapter 1 Migrant Program.			
4. The LEA has adequate documentation to support that it has involved the school board, superintendent, principals, teachers and migrant parents in the planning, implementation and evaluation of the Chapter 1 Migrant Program.			
5. Documentation is available to support that the LEA has implemented a staff development plan which includes the following: committee members, meeting dates, objectives and schedule of inservice dates.			

	Compliance: yes	Compliance: no	Verification Indicators
6. Diagnostic procedures are used to determine the special educational needs of childen selected to be served.			
7. Inservice training provided with Chapter 1 Migrant funds was directly related to the Chapter 1 Migrant services provided and was necessary to meet the needs of migrant children.			
8. The LEA can demonstrate that equipment purchased with Chapter 1 Migrant funds are being utilized in the current migrant program and are properly inventoried.			
D. Parent Involvement (Section 556) 1. The LEA has documentation to support that it has actively solicited parental involvement in the planning, operation and evaluation of the Migrant program.			
2. The LEA has adequate documentation to support that it has established a district/BOCES Parent Advisory Council in accordance with Section 201.35 of P.L. 97-35.			
3. The LEA has adequate documentation to support that it has given the district/BOCES Parent Advisory Council the responsibility for advising the board with respect to the planning, implementation, and evaluation of the local migrant program.			
4. The LEA has provided the PAC with access to a copy of the Migrant Education application, Migrant Education statute and any applicable federal or state regulations or guidelines. When requested, a PAC member has received, without charge, copies of these documents.			
5. The LEA has provided, without charge, to the PAC any report resulting from federal or state auditing, monitoring or evaluation of the local migrant program.			
6. The LEA has provided, to the extent feasible, a program for training the members of the PAC to carry out their responsibilities.			
7. Documentation is available to support that the LEA's PAC training program was planned in full consultation with members of the PAC.			

	Compliance		Verification Indicators
	yes	no	
8. The LEA provided each member of the PAC with appropriate training material.			
9. The LEA made Chapter 1 Migrant funds available to support expenses associated with the attendance of PAC members at training and PAC meetings.			
E. Participation of Children Enrolled in Private Schools (Section 552)			
1. The LEA has documentation showing that it has contacted administrators of private schools within its boundaries to determine if they wish to have eligible migrant students attending their schools to receive Chapter 1 Migrant services.			
2. The LEA provided educational services and arrangements for migrant children in private schools on an equal basis to children enrolled in public schools of the LEA, if applicable.			
F. Funds Allocation (Section 558)			
1. The LEA is using Chapter 1 Migrant funds for supplemental services/programs and it is not supplanting state or local funds.			
2. The LEA has documents to support comparability available for review that includes:			
a) a district-wide salary schedule			
b) a policy to ensure equivalence among schools in teachers, administrators and auxiliary personnel			
c) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.			
3. Work sheets to demonstrate comparability are available by individual schools of like grade span showing:			
a) the total number of full time and part time instructional staff members			
b) total amounts of state and local funds being expended for salaries, less the amount of salaries based on longevity of services.			
4. Records are available to document the exclusion of expenditures for handicapped and bilingual programs, if applicable.			

	Compliance		Verification Indicators
	yes	no	
G. Accountability (Section 554)			
1. The LEA has adequate documentation to support that it is keeping records which fully disclose the amount and disposition of Chapter 1 Migrant funds and such other records as will facilitate an effective audit.			
2. Salaries of personnel paid less than full time with Chapter 1 Migrant funds are supported by schedules, job descriptions and time sheets.			
H. Non-Instructional Duties (Section 556)			
1. The LEA is able to demonstrate that it is in compliance with Section 556(d)(10) if it has assigned personnel paid entirely by Chapter 1 Migrant funds to limited, rotating, non-instructional duties.			
I. Migrant Student Record Transfer System (Section 554)			
1. The LEA has documentation to support that it has fully used the Migrant Student Transfer System (MSRTS), including the Skills Information System (SIS), testing, and Secondary Credit Accrual information.			
2. Documentation is available to support that the LEA has transferred information to other schools via the MSRTS.			
3. The LEA has submitted student enrollments, updates of education and health records and student withdrawals on a timely basis.			
4. Documentation is available to support that all available achievement and health information maintained in a child's cumulative record has been transmitted to the data bank in Little Rock, Arkansas.			
J. Program Dissemination (Section 554)			
1. The LEA has developed procedures for providing program information to school boards, parents and general public.			
2. The LEA has a file on program information disseminated (radio, newspaper, etc.).			

	Compliance		Verification Indicators
	yes	no	
K. Interagency Coodination and Inter/Interstate Cooperation (Section 554)			
1. The LEA had adequate documentation and procedures for coordination with agencies and programs.			
2. Documentation is available to support that the LEA has participated in activities of inter/intrastate cooperation and coordination which include exchange of secondary course credit, instructional materials and student information.			
3. The LEA has adequate documentation to support that it has taken into consideration any benefits or services for Chapter 1 Migrant children which are or may be available through other programs, agencies, organizations, or individuals to avoid duplication of effort.			
L. Identification and Recruitment (Section 554)			
1. The LEA has implemented a plan for the identification and recruitment of migrant children.			
2. The LEA has a complete "Certificate of Eligibility" on file for every child it has identified as a migrant child.			
3. Documentation is available to support that parental concurrence is obtained annually and on a timely basis for formerly migratory children.			
M. Annual Assessment of Educational Needs (Section 554)			
1. Documentation is available to support that the LEA conducted an annual assessment of special educational needs of migratory children of all ages and grade levels with regard to reading, oral language, mathematics, and speaking ability in English based upon an accurate assessment of the cultural and linguistic backround of the children. Also included are assessments of supporting services needs of migratory children such as health, nutritional and social services.			
2. Documentation is available to support the needs assessment data contained in the district/BOCES approved Chapter 1 Migrant application.			

	Compliance		Verification Indicators
	yes	no	
N. Evaluation			
1. The LEA has adequate documentation to support that the effectiveness of the program will be evaluated in objective, measurable terms of educational achievement in basic skills.			
2. The LEA has a plan to implement the requirement to collect objective measurements of educational achievement of Chapter 1 Migrant children over a period of one year to determine whether improved performance is sustained.			
3. The LEA has considered evaluation data in its plan to improve services to eligible migrant children.			

Persons Interviewed:

Technical Assistance Suggested or Requested:

PLAN FOR CORRECTING CHAPTER 1 MIGRANT DEFICIENCY

Complete this form for any item(s) marked "no" in the "Compliance" column on the checklist. Return the completed plan(s) to the Federal Programs Compliance Consultant, Special Projects Unit, within thirty (30) days of receipt of the official CDE letter of Chapter 1 Migrant findings.

Checklist Section & Item Number	Deficiency Correction Plan	Timeline

Request for Technical Assistance:

County and District #/BOCS: _____

Migrant Education Authorized Representative: _____
Typed Name

_____ _____
Date Signature

Chapter I Migrant Technical Assistance Onsite

With the implementation of Colorado's Education Improvement Program, the Department of Education has separated compliance review activities from technical assistance activities.

Members of the technical assistance onsite team are interested in identifying and cataloging exemplary programs and practices as developed and implemented in Colorado schools. Please submit as many of the "Exemplary Programs/Practices" forms for each program you wish to cite prior to the technical assistance onsite. The team will review the submissions and will network persons and programs where possible.

Please submit this form prior to your technical assistance onsite.

Field Use

Chapter 1 Migrant
EXEMPLARY PROGRAMS/PRACTICES

School District _____ Phone: _____

Title of Practice and Program: _____

District Enrollment (K-12): _____ Implementation Date: _____

Central Office/Building Contact Person: _____ Phone: _____

Major Focus (Check one): Curriculum ( ), Accountability ( ), Personnel ( ), Administration ( ), Facilities ( ), Student Services ( ), Support Services ( ), School Improvement Process ( )

Circle Grade Level(s) Impacted: Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

Special Program(s) Impacted: _____

Name of School Unit(s)/Department(s) Involved/Impacted: _____

_____

Number and Position(s) of School District Employees Involved: _____

_____

Number and Position(s) of Outside Consultants Involved: _____

_____

Number and Level(s) of Students Involved: _____

_____

Cost and Source(s) of Funding: _____

_____

Statement of General Purpose: _____

_____

_____

Outcome(s) Anticipated: _____

_____

_____

Specific Major Activities or Elements: _____

_____

_____

Evaluation Criteria Used to Assess Impact: _____

_____

_____

Level of Achievement/Completion to Date: _____

_____

_____

Service(s) That May Be Provided to Others: _____

_____

_____

USE THIS SPACE TO WRITE A NARRATIVE OVERVIEW OF THE EXEMPLARY PROGRAM/PRACTICE

This form is to be available at the administrative offices the day of the compliance review. Each instructional staff member must complete this form. Duplicate the form as necessary.

Chapter 1 Migrant Education Teacher/Aide Questionnaire

School _____ District _____

Chapter 1 Teacher _____

Chapter 1 Aide _____

1. Needs Assessment (attach sample)

2. How many children do you serve? _____

3. How were they selected? _____

_____

4. What are the objectives of your program? _____

_____

5. What diagnostic procedures do you use? _____

_____

6. What activities and materials do you prescribe as a result of the diagnosis?

_____

7. Do you have folders for each child? _____

8. What is your evaluation plan? _____

9. When are you administering sustained effects test? _____

10. How do you use evaluation in planning? _____

_____

11. Inservice activities:
    To date: _____
    To be completed: _____

12. Classroom equipment in use: _____
    Is equipment labeled? _____

13. Duties (attach schedule): _____

14. Class Schedule (attach schedule): _____

15. Date(s) of parent involvement meeting(s): _____

16. How were you consulted in program design and implementation? _____

_____

17. Do you have copy of or easy access to approved application? _____

18. What are children missing in the regular classroom? _____

_____

19. Other comments:

_____

Signature of Teacher/Aide completing form

Date: _____